



Cass Business School
CITY UNIVERSITY LONDON



Charities Masters programme

Postgraduate Certificate, Diplomas and Masters degrees
for the nonprofit sector

Centre for Charity Effectiveness

Intellectual leadership: developing talent, enhancing performance



The Cass CCE Charities Masters programme

Any specialist Masters degree is a highly sought after qualification; a Charity MSc from Cass Business School is the ultimate academic qualification for the nonprofit sector and an important investment in your future career.

Cass is ideally placed in the City of London, close to the Bank of England, and at the heart of the capital's charity triangle. The School's research output is ranked as world-leading and internationally excellent. Cass is triple-accredited by AMBA, EQUIS and AACSB, placing it in the elite of global business schools.

The Centre for Charity Effectiveness at Cass (Cass CCE) is the leading nonprofit and philanthropy centre in the UK and has significantly enhanced the performance of hundreds of organisations and thousands of individuals across the nonprofit sector. Our world-class blend of postgraduate programmes, academic research, talent development and consultancy services deliver leading-edge thinking.

Over the last ten years, Cass CCE has continued to develop five courses to provide students with sound understanding, knowledge and skills in the keys areas of the nonprofit sector. Formed from a unique breadth of specialist subject areas within the UK, our combined programme is ideal for those primarily working within the sector either at home or abroad.

It is our firm belief that the most effective learning environment is a combination of academic rigour balanced with immediate professional relevance. This is reflected in both the content and the approach that we take to teaching and learning on the Charities Masters programme.

www.cass.city.ac.uk/charitiemasters



Postgraduate Diploma/MSc in Charity Accounting and Financial Management

Who is this course for?

Applicants should have three years relevant work experience and be at graduate level or have the equivalent accounting qualifications. They should be highly motivated and in a management role.

 *I embarked on the Masters course at a time when the sector was aware of the possibility of significant change. News of a significant funding cut to the organisation for which I am the CEO came four months into my second year. After discussion with Trustees and significant others, not least the staff at Cass who knew me and truly understood my situation, I decided to continue, and used the course to improve and strengthen my ability to lead, manage and deliver.”*

Deborah Parker

MSc in Charity Accounting with Voluntary Sector Management specialism in the first year

Course structure

October entry

Pg Diploma – 12 months

Core modules

- Introduction to Learning
- Voluntary Sector Policy
- Marketing and Fundraising
- Resource Management
- Strategy, Diversity and Governance

Specialist pathway modules

- Advanced Charity Accounting, Audit and Taxation
- Voluntary Sector Management
- Fieldwork Exercise

April entry (exemption route)

Pg Diploma – Nine months

Core modules

- Introduction to Learning
- Voluntary Sector Policy
- Marketing and Fundraising
- Strategy, Diversity and Governance

Specialist pathway modules

- Advanced Charity Accounting, Audit and Taxation
- Voluntary Sector Management
- Fieldwork Exercise (potentially exempt)

The course equips you with in-depth knowledge of the distinctive financial practice within the sector.

Course content

The course aims to equip you with in-depth knowledge of:

- Specialist charity taxation and unique tax privileges
- The distinctive financial practice within the sector.

This is achieved through you taking the three specialist pathway modules.

In addition, you need to take the core modules, common to all five courses. Applicants starting in April are exempt from the Resource Management module.

If you successfully complete the Postgraduate Diploma, you will be eligible for the Diploma in Charity Accounting (DChA) awarded by Institute of Chartered Accountants of England and Wales (ICAEW).

In order to be eligible for the exemption route, you need to be an ICAEW member with an ACA or FCA qualification.

Conversion to MSc

Upon completing the Postgraduate Diploma, you will be given the option to continue onto the second year to complete the MSc.

You will need to complete the Research Methods for Managers module.

You may elect to conduct a personally supervised, six month, 15,000-word research assignment (the Dissertation option). Alternatively, you may wish to choose to attend three specialist modules from another course within the Cass CCE Charities Masters programme (the Taught Masters option).



For more information on the course and information sessions dates, contact us or visit our website.

T: +44 (0)20 7040 5114

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Postgraduate Certificate and Diploma/MSc in Grantmaking, Philanthropy and Social Investment

Who is this course for?

Applicants for the Postgraduate Certificate should have some experience of social funding; those for the Diploma should have at least three years experience in the area. All applicants should be at graduate level.

Q *The course in Grantmaking, Philanthropy and Social Investment was a springboard which helped me secure a position in a grantmaking organisation in a very competitive job market. I enjoyed the course which gave me an incredible overview of grantmaking and social investment.”*

Marie-Math Suberbere

PgCert to PgDip (conversion) in Grantmaking, Philanthropy and Social Investment

Course structure

April entry

Pg Certificate – Six months

Core Modules

- Introduction to Learning
- Strategy, Diversity and Governance

Specialist

- Principles and Practices of Grantmaking
- Management of Grantmaking
- Fieldwork Exercise

October entry

Pg Diploma – 12 months

Core modules

- Introduction to Learning
- Voluntary Sector Policy
- Marketing and Fundraising
- Resource Management
- Strategy, Diversity and Governance.

Specialist pathway module

- Principles and Practices of Grantmaking
- Management of Grantmaking
- Fieldwork Exercise

This course equips you with a thorough understanding of principles and practices of social investment of all descriptions.

Course content

Developed in response to demands of leading funding agencies, this unique course reflects the interest and increase in effective and transparent funding. It aims to equip you with in-depth knowledge of:

- All types of giving and funding where the objective is social benefit rather than financial return
- Grantmaking as a business
- Other forms of investment such as loans, endowments, contracts and service level agreements.

This is achieved through you taking the three specialist pathway modules.

In addition, you need to take the core modules, common to all five courses.

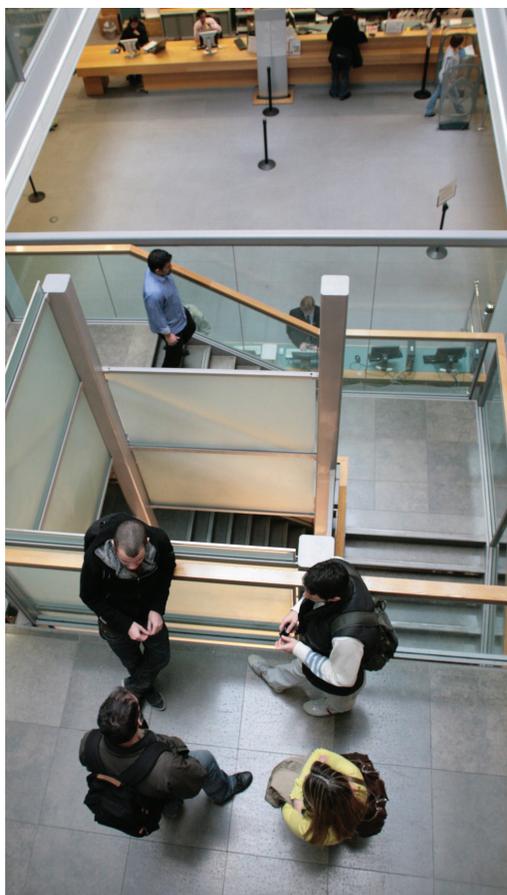
Conversion to PgDip/MSc

After completion of the Postgraduate Certificate, you will be given the option to continue onto the Postgraduate Diploma covering the remaining core modules.

Upon completing the Postgraduate Diploma, you will be given the option to continue onto the second year to complete the MSc.

You will need to complete the Research Methods for Managers module.

You may elect to conduct a personally supervised, six month, 15,000-word research assignment (the Dissertation option). Alternatively, you may wish to choose to attend three specialist modules from another course within the Cass CCE Charities Masters programme (the Taught Masters option).



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Postgraduate Diploma/MSc in Charity Marketing and Fundraising

Who is this course for?

Applicants should have at least three years experience in marketing and/or fundraising and should be at graduate level. We may accept a small number of applicants based on significant experience and professional qualifications.

“*I finished the Cass MSc last year and have recently taken my first FD post. I expect that the role will come with many challenges but having completed the course I feel prepared and able to tackle them. The course has made my transition to the charity sector much easier and I am certain that it has been integral to my success in being offered this new role.”*

Karl Askew

MSc in Charity Marketing and Fundraising with Charity Accounting specialism in the first year

Course structure

October entry

Pg Diploma – 12 months

Core modules

- Introduction to Learning
- Voluntary Sector Policy
- Marketing and Fundraising
- Resource Management
- Strategy, Diversity and Governance

Specialist pathway modules

- Fundraising
- Strategic Charity Marketing
- Fieldwork Exercise

The course combines theoretical rigour with the application of best practice of marketing and fundraising.

Course content

The course aims to:

- Equip you with a broad, informed and critical understanding of the complex issues surrounding fundraising
- Develop the use of marketing as a strategic tool and its importance to an organisation's long-term planning and sustainable future.

This is achieved through you taking the three specialist pathway modules.

In addition, you need to take the core modules, common to all five courses.

Conversion to MSc

Upon completing the Postgraduate Diploma, you will be given the option to continue onto the second year to complete the MSc.

You will need to complete the Research Methods for Managers module.

You may elect to conduct a personally supervised, six month, 15,000-word research assignment (the Dissertation option). Alternatively, you may wish to choose to attend three specialist modules from another course within the Cass CCE Charities Masters programme (the Taught Masters option).



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Postgraduate Diploma/MSc in NGO Management

Who is this course for?

Applicants should be working in international NGOs as either staff or trustees, or be others with significant management or consulting experience who intend to develop their careers with international NGOs. All applicants should be at graduate level.

 *I found the MSc in NGO Management to be extremely practical and valuable. The NGO Management course gave an excellent overview of issues facing charities that are working internationally, while the Voluntary Sector stream was effective in offering a comprehensive outline of good practice in the management of UK-based organisations. The quality of teaching was high and the assignments relevant and stimulating. I highly recommend it."*

Matt Parker

MSc in NGO Management with Voluntary Sector Management specialism in the second year

Course structure

October entry
Pg Diploma – 12 months

Core modules

- Introduction to Learning
- Voluntary Sector Policy
- Marketing and Fundraising
- Resource Management
- Strategy, Diversity and Governance

Specialist pathway modules

- NGO Management: the strategic issues
- Managing NGOs: people and practice
- Shadowing

This course will focus on the key strategic issues of NGO management.

Course content

This course is one of the only postgraduate management courses in Europe to focus on the specific needs of NGO managers and trustees. It aims to:

- Develop management capabilities of those working for international NGOs
- Introduce you to concepts and tools used in managing NGOs
- Develop your understanding of the strategic issues and organisational challenges facing development NGOs.

Based upon Cass Business School's extensive experience of teaching nonprofit sector managers for over two decades, the course has been developed in partnership with leading NGOs and BOND (the UK-NGO network) to ensure that you are equipped with the management competencies and analytical capabilities needed by those in leadership positions in international NGOs.

This is achieved through you taking the three specialist pathway modules. In addition, you need to take the core modules, common to all five courses.

Conversion to MSc

Upon completing the Postgraduate Diploma, you will be given the option to continue onto the second year to complete the MSc.

You will need to complete the Research Methods for Managers module.

You may elect to conduct a personally supervised, six month, 15,000-word research assignment (the Dissertation option). Alternatively, you may wish to choose to attend three specialist modules from another course within the Cass CCE Charities Masters programme (the Taught Masters option).



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Postgraduate Diploma/MSc in Voluntary Sector Management

Who is this course for?

Applicants should have at least three years management experience in nonprofit organisations and be looking to develop their knowledge. They should be educated to graduate level.

“*I found the programme challenging but inspirational. The learning environment was second to none, as was the Cass team, who was always supportive and encouraging. I was able to apply my learning in the workplace from the outset of the course and, having experienced its practical benefits, I decided to undertake a dissertation. This enabled me to apply the theoretical knowledge I had gained and produce an original piece of academic work, which for me, was the pinnacle of my time at Cass.”*

Phil Buckle

MSc in Voluntary Sector Management

Course Structure

October entry
Pg Diploma – 12 months

Core modules

- Introduction to Learning
- Voluntary Sector Policy
- Marketing and Fundraising
- Resource Management
- Strategy, Diversity and Governance

Specialist pathway modules

- Organisations, Leadership and Change
- Managing People and Quality
- Shadowing

This course equips you with a sound understanding of the management of people and organisations in a needs-led framework.

Course content

This course, originally developed in partnership with nine leading charities, is firmly based on research into the nonprofit sector managers' needs. It aims to:

- Provide a broad knowledge and understanding of not-for-profit organisations, the external context within which they operate, and how they should be led and managed
- Equip you with a sound understanding of the management of people and finances in a needs-led framework
- Provide you with up-to-date skills, techniques and tools based upon theory and practice to apply directly to your work.

You will be taught by highly respected academics and presented with real-life case studies from leading figures within the sector.

This is achieved through you taking the three specialist pathway modules.

In addition, you need to take the core modules, common to all five courses.

Conversion to MSc

Upon completing the Postgraduate Diploma, you will be given the option to continue onto the second year to complete the MSc.

You will need to complete the Research Methods for Managers module.

You may elect to conduct a personally supervised, six month, 15,000-word research assignment (the Dissertation option). Alternatively, you may wish to choose to attend three specialist modules from another course within the Cass CCE Charities Masters programme (the Taught Masters option).



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The Cass learning experience

The two-year, part-time structure of our Charities Masters programme allows students the flexibility of choosing the level of their qualification (Postgraduate Diploma or MSc), and whether they want to cover one subject in depth through a dissertation or a further specialist area (through teaching) to complete the full Masters.

At Cass, the teaching approach integrates staff lectures, case studies, action learn sets, and most importantly student participation. This integrated approach and the broad mix of student backgrounds makes for challenging classroom discussions and a wider perspective that employers increasing value.

All the Charities Masters courses require attendance at Cass once a month for teaching. Teaching usually commences at 13.00 on a Friday afternoon, concluding at 18.00 on a Saturday. Students should allow at least ten hours per week of non-taught, personal study in their own time.

Students are also required to commit to additional time for the induction programme, action learning sets and exams.

Cass students have access to a full suite of on-campus facilities that are modern, high-tech and comfortable. They also include the Cyril Kleinwort Learning Resource Centre and state-of-the-art social study spaces.



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Cass Business School

In 2002, City University's Business School was renamed Sir John Cass Business School following a generous donation towards the development of its new building in Bunhill Row. The School's name is usually abbreviated to Cass Business School.

Sir John Cass's Foundation

Sir John Cass's Foundation has supported education in London since the 18th century and takes its name from its founder, Sir John Cass, who established a school in Aldgate in 1710. Born in the City of London in 1661, Sir John served as an MP for the City and was knighted in 1713.

